

**City of Edmonds Parks, Recreation & Cultural Services Department
Request For Proposal (RFP)**

SUMMER YOUTH SPORTS CAMPS

I. PURPOSE OF REQUEST

The City of Edmonds Parks, Recreation & Cultural Services Department (EPRCS) is seeking individuals/organizations to provide summer sports camps for youth ages 3 - 16 that focus on sports and fitness opportunities for skills development and healthy lifestyles. This RFP is intended to encourage providers to clearly show that they are qualified to provide summer sports camps for youth in partnership with EPRCS. Each Bidder must clearly identify their knowledge, skills, and abilities to lead age-appropriate activities for youth in summer sports camps. Requirements and EPRCS needs are outlined in this RFP.

II. RFP SELECTION PROCESS SCHEDULE

EPRCS's proposed schedule for review of the RFP Submittals and final selection of the Contractor(s) is as follows:

- November 14 - RFP Packages available
- December 7 - RFP Submittal Deadline: 4:30 PM.
- December 14 - Oral interviews - If needed; optional by EPRCS.
- January 9 - Contract awards.

III. RFP SUBMITTAL DEADLINE

Mailed RFP Submittals must be received no later than 4:30 PM December 7 at the following address:

Renée McRae, Recreation Manager
City of Edmonds Parks, Recreation & Cultural Services
700 Main Street
Edmonds WA 98020

IV. GUIDELINES

Please note the following general requirements that apply to all RFP Submittals.

1. Complete, sign and submit all RFP forms provided by EPRCS. To be evaluated, an RFP Submittal must completely answer each question in the Questionnaire.
2. The RFP Submittal must be signed by an official who is legally authorized to bind the organization, including his or her signature on the Financial Page.

3. Provide all references and materials required by the RFP instructions.
4. If clarification is required, submit questions in writing to the Recreation Manager at the address provided herein, or by e-mail addressed to renee.mcrae@edmondswa.gov, prior to the due date. Please allow at least one business day for responses. Questions submitted after the due date will not be answered.
5. Mail, ship or deliver two signed and completed RFP Submittals to EPRCS at the address provided before the due date and time. Electronically transmitted RFP Submittals, incomplete RFP Submittals, RFP Submittals not on the forms provided by EPRCS and RFP Submittals that arrive after the due date and time will not be accepted.
6. Clearly mark the exterior of the RFP package “**Edmonds Parks, Recreation & Cultural Services 2013 Summer Youth Sports Camps RFP**”.
7. Responding organizations, firms and individuals may submit a proposal for as few or as many sports camps as they wish.
8. All RFP Submittals become the property of EPRCS.

V. PROPOSED SITES and INFORMATION

EPRCS has six fields and one indoor gymnasium to program for sports camps. EPRCS will provide sites, registration, advertise, and pay Contractor based on a percentage of revenue. Contractor will provide all staff and equipment to effectively run the camp(s). The successful bidder will be expected to abide by all City of Edmonds Ordinances, Park rules and business licensing regulations.

VI. REQUIREMENTS DUE FROM CONTRACTORS

If your proposal is accepted, the following requirements will be due upon issuance of your contract:

1. **City of Edmonds Business License:** Please be advised that you must present a current copy of a valid City of Edmonds Business license prior to being awarded the contract.
2. **Insurance:** Contractor shall obtain and maintain for the duration of the contract policies of comprehensive general liability with combined single limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate with an insurer having no less than a Best’s rating of A VII and authorized to do business in the State of Washington. The insurance policy shall be written on an occurrence basis. The City shall be named as an additional insured and a copy of the endorsement naming the City as an additional insured shall be attached to the Certificate of Insurance. A copy of the Certificate of Insurance shall be filed with the City prior to the Contractor providing services.

3. **Background Checks:** All Contractor personnel must pass a background check prior to the start of camp(s).
4. **Compliance with laws/City codes:** The Contractor shall comply with all applicable State, Federal and City laws, ordinances, regulations, and codes.

VII. RFP EVALUATION PANEL AND SUBMISSION PROCESS

A panel will review the qualified bids and qualifications as submitted in this RFP process. The panel will score the RFP Submittals, determine the highest qualified Bidders, conduct interviews as necessary, and make a final recommendation to the Parks, Recreation and Cultural Services Director regarding the award.

The following criteria will be used to evaluate RFP Submittals:

A. Adequate participant to staff ratio

What is the staff to participant ratio by age group?

B. Camps to be offered

What sports camp(s) do you intend to offer? Targeted age groups(s)? What is the camp's focus?

C. Cost

What is the proposed cost to the participant?

D. Experience/Business References

Please list at least three (3) references that can support, document or verify your performance in providing youth sports camps and/or youth sports programs. Include name, business name, address, phone number, fax number and nature of your relationship (former employer, supervisor, etc.).

E. Cost sharing

EPRCS currently pays a percentage split of 45-60% to contractors. What is your desired split?

VIII. PROPOSAL

Proposals should be prepared simply, providing straight forward, concise descriptions of the Bidder's capabilities to satisfy the requirements of the request. All proposals must include the following:

A. Legal name of organization, firm, or individual submitting the RFP

Include address of principle place of business; phone numbers; primary person to contact.

B. Business experience

How long has this organization been in business? Description of business. Number of employees.

C. Youth Sports Camps proposal

a. In your proposal, please address the following:

- i. What camp(s) are you submitting this proposal for?
- ii. What do you intend the camp(s) to focus on?
- iii. What is the targeted age group for the camp(s)?
- iv. What is the staff to participant ratio by age group?
- v. What are the number of days/hours the camp(s) will be offered?

D. Client references (Please provide three.)

Provide information about three similar clients for whom you currently provide camp offerings or youth programs.

E. Compensation

1. Please present the proposed cost per participant.
2. Please provide a statement outlining how Contractor will assist with marketing.
3. Please provide the proposal on cost sharing with the EPRCS.